



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-PW

OCT 12 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DPW Policy Memorandum 21, Bulk Refuse Pickup and Disposal

1. References:

- a. AR 735-5, Policies and Procedures for Property Accountability, 10 Jun 02.
- b. AR 710-2, Inventory Mgt, Supply Policy Below the National Level, 25 Feb 04.
- c. AR 725-50, Requisitioning, Receipt and Issue System, 15 Nov 95.
- d. Installation Property Book SOP, 25 Jun 02.
- e. USAREUR Supplement 1 to AR 420-49, 30 Jun 03.

2. APPLICABILITY: This policy applies to all tenant units and activities located within the Mannheim Military Community.

3. RESTRICTIONS: The DPW's primary mission is to pick up and dispose household waste generated by Army Family Housing, supported activities and tactical units on all installations in the Mannheim Military Community. Industrial bulk waste generated by specific military mission such as depot and intermediate level maintenance and operations is not covered by this policy. **Activities and units such as MAM, DynCorps, Martin Marietta, 2-502 Aviation Regiment, 1-214th Aviation Regiment are required to properly manage and dispose of unit generated industrial bulk waste such as scrap metal, wood crating and cardboard packaging, plastic and Styrofoam in accordance with host nation disposal and environmental law using unit operational funds.**

4. DEFINITION: Bulk refuse is defined as oversized refuse which has no value to the US government that must be disposed of. Disposal must be done in accordance with host nation disposal and environmental laws. These items are typically large pieces of wood, pallets, green or bio waste, paper and paper products and scrap metal, broken and damaged furniture coded "H" by the unit property book officer or supply POC.

5. RESPONSIBILITIES:

- a. Unit POC will:

(1) Submit a service order to the DPW for the placement of a roll-off container or containers and the turn-in of scrap metal from the DPW Service Order Desk (381-8798/8797).

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Person requesting DPW support will specify what service is needed, i.e. container for scrap metal, wood, bio and green waste, paper etc. Ensure the DPW has a good name, telephone number and address for the responsible unit POC.

(2) For scrap metal (light, heavy or precious), request DD Form 1348-1-A "Issue Release/Receipt Document" at unit PBO. Unit will provide a person to drive with the DPW operator to DRMO to sign appropriate documents at the DRMO. Industrial scrap metal service orders will not be accepted.

(3) DD Form 1348-1-A must carry the remark "**Scrap Metal for USAREUR Resources Recycling Program BCAN 21F 3875.1111 89 0000 S91533 AE 90**" to ensure credit to the USAG Mannheim recycling program.

(4) Ensure proper segregation and loading of scrap metal in accordance with instructions received during the pre-inspection of scrap metal. Improperly segregated scrap metal or a container with material other than described on the DD Form 1348-1-A will not be picked up by the DPW until corrected. DPW personnel will not pick up the container until corrected by the unit.

b. DPW BOID Service Order Section will:

(1) Receive and enter service order in IFS and forward to Chief BOID via email and cc email to C/O&M.

(2) Make sure there is a good telephone number and name for the unit requesting scrap metal pickup service.

c. EMD will:

(1) Schedule an appointment with the unit POC to determine the scope of the bulk refuse pickup needed. Determine and order roll off containers as necessary from Roads and Grounds.

(2) Instruct the unit on proper segregation procedures for various bulk refuse waste streams.

(3) Instruct unit POC on turn-in procedures of scrap metal to DRMO Kaiserslautern, the proper methods for segregation of scrap metal, and loading instructions for the collection container.

(4) Schedule a turn-in appointment at DRMO Kaiserslautern for the scrap metal.

(5) Schedule follow-up and final inspections with the unit POC to ensure roll-off containers are properly used and filled.

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(6) Ensure and be accountable that the RRR program is effectively managed and that scrap metal funds are posted to the DPW Mannheim accounts. Prepare and provide reports to the DPW for review.

(7) Keep accurate records of appointments made for DRMO.

c. DPW O&M Roads and Grounds Equipment Operator will:

(1) Follow instructions by C/EMD regarding the location and placement of roll-off containers.

(2) Pick up the roll-off container after the final inspection is done by C/EMD. Dispose bulk waste such as wood, paper, bio and green waste etc, IAW HN law. If scrap metal is to be disposed of make sure it is turned in on the scheduled day.

(3) Obtain the complete DD Form 1348-1-A, the form should include the net weight of scrap metal turned in, and the signature of the DRMO representative at the DRMO truck scale.

(4) Return the completed DD Form 1348-1-A and pickup manifest (Begleitschein) to the DPW EMD representative for distribution.

d. O&M Division will:

(1) Ensure scrap metal is taken to DRMO by reviewing O&M driver trip reports, weight tickets, copies of signed DD Forms 1348, and making periodic calls to DRMO to check if deliveries took place. Make monthly checks to determine that government scrap metal is not illegally sold or taken to places other than the DRMO. Files will be maintained for at least five years.

(2) Provide counsel to O&M truck drivers on procedures and responsibility for proper handling and disposing of government scrap metal and bulk waste. Ensure that employees know and understand this policy and are able to outline it to the DPW if questioned.

6. POC is Mr. Wolfgang Ziegler, DSN 381-7029.



LARRY E. SCAVONE
Director of Public Works